

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children Services	SERVICE GROUP: Youth Justice Service (YJS)
POST TITLE: Community Supervisor	REPORTS TO: YJS Team Leader
GRADE: CRW L2 / L3	SAP POSITION NUMBER:

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

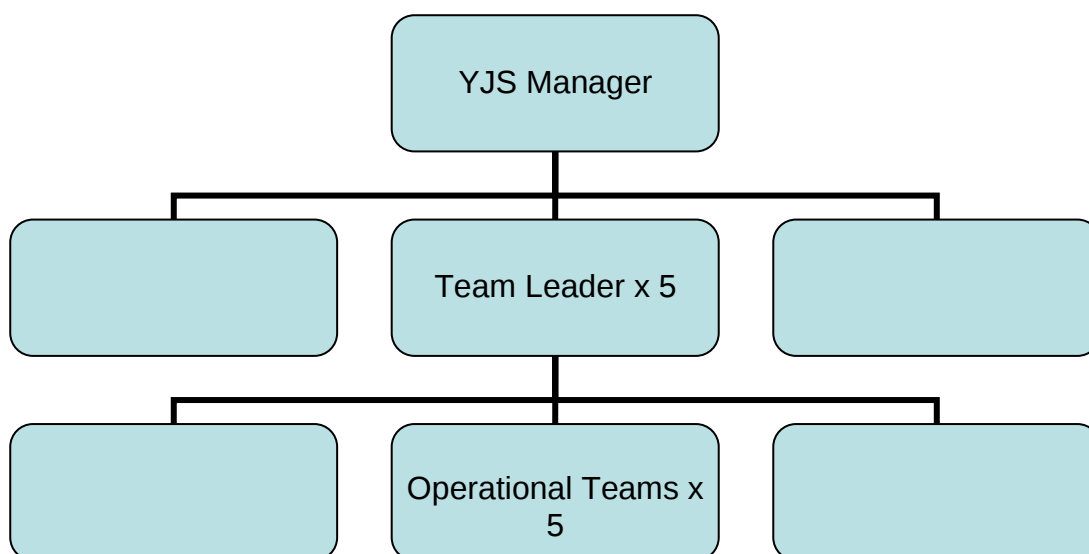
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:	
To contribute to the prevention of youth crime and ASB (including services to victims) through the supervision of interventions for young people subject to Youth Conditional Cautions (out of court disposals) and statutory court orders.	
Main Responsibilities of Post:	
1	To undertake duties with young people, parents and victims to current and future policies, to National Standards established by the Youth Justice Board for England and Wales and within current or future Government legislation.
2	To work with young people pre-Court, on Youth Conditional Cautions and court orders or contribute to programmes case managed by YJS staff and provide support and interventions to parents.
3	To deliver or assist in the delivery of restorative justice interventions including contact with victims of crime.

- 4 To prepare assessments of and reports upon young people subject to YCC and court orders, which may also include reports for child protection meetings.
- 5 To maintain case records on all service users. This will include current recording, progress reviews, reports and other related documentation.
- 6 To take adequate precautions to protect service users directly in their physical care from the consequences of any action which could have been reasonably foreseen.
- 7 To work varied and unsocial hours as required by the service to deliver programmes and supervision to young people and parents. This may include weekend work as required.
- 8 To liaise with YJS staff and staff from both statutory and voluntary agencies to address factors that contribute to offending, anti social behaviour and child care issues.
- 9 Immediately to notify a Team Leader (YJS) of any situation in which a young person is at risk in line with child protection procedures and to take the necessary action to protect that person either directly or in conjunction with other professional colleagues. To work to the YJS's risk and vulnerability management policy and procedure.
- 10 To keep abreast of relevant information and developments in Youth Justice field and attend relevant training sessions.
- 11 To work with and supervise volunteers and students as may be required.
- 12 To include the Voice of the Child in all of the work undertaken with young people and their families

Structure:



Special Knowledge Requirement. Will be used for shortlisting.	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	x
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own and/or other areas of work.	x
Knowledge of standard IT packages, including Microsoft Office	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Knows and understands how to use, interpret, handle and communicate information.	x
Carries out the working practices, procedures and basic operations in a number of specialist areas forming the Youth Justice System within which the Youth Justice Service operates.	x
Knowledge of child development, parenting, family environmental factors and the range of issues that impact on the lives of children and young people.	x
Knowledge of working within a multi-agency partnership like a Youth Justice Service	x
Knowledge of/ability to undertake Assessments of young people using the YJB approved Assessment Tool (Asset+).	
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.	
1-year experience of working with teenagers who present with challenging attitudes and behaviour and supporting their families OR the ability demonstrate this through transferrable skills in other roles OR have experience working within a Youth Justice Service.	
Create and maintain good working relationships to facilitate excellent collaborative/team working.	
Experience of working with young people to bring about positive change.	
Experience of/ability to undertake assessments of a young person's risk of harm to others and their own safety and well-being.	
Demonstrate the ability to travel across the district and beyond, this may include using public transport, whilst also ensuring deadlines and timescales are also being met.	
Relevant professional qualifications requirement: Will be used for shortlisting	
NVQ Level 3 (or equivalent) in Working with Young People/Youth Work	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive	

information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
Due to the nature and the role of the job which involves significant travel across the district and at times nationally. However due to Covid-19 Pandemic delays, we would accept applications from those who both hold their Provisional Driving Licences and who are also undertaking driving lessons, with a view to passing their full test within the next 12 months.		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Reviewed by: MC		Post Grade: CRW L2 – SCP 7 – 17
Date: October 2021		CRW L3 - SCP 12 – 24